



# City of Lindsay

## JOB DESCRIPTION

### CODE ENFORCEMENT EVIDENCE/ANIMAL OFFICER

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Class Title: Code Enforcement/Evidence/Animal Officer  
Department: Public Safety  
Location: 185 North Gale Hill, Lindsay

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#### **GENERAL PURPOSE**

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and enforcement of animal control ordinances. Assists in a variety of clerical, administrative work in support of law enforcement activities, will train under general direction, to identify, collect, secure, process, photograph and preserve physical evidence for investigation and prosecution of criminal and civil cases; performs related duties as required.

#### **SUPERVISION RECEIVED:**

Works under the close supervision of the Sergeant and Lieutenant.

#### **SUPERVISION EXERCISED:**

May supervise juveniles and adults assigned to perform community services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Periodically patrols or inspects an assigned area to monitor for violations of local codes.

Composes a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness.

Establishes and maintains records systems using moderately independent judgment.

Secures and maintains evidence and associated monitoring and record keeping.

Photographs crime and accident scenes, autopsies, assault victims and suspects to record the condition and appearance of evidence as found.

Searches for, develops, and preserves latent prints at crime scenes and in the laboratory.

Photographs and fingerprints suspects, victims, witnesses and applicants.

Establishes and maintains records to ensure proper handling of physical evidence.

Assists in retention, processing, transporting, retrieving and disposal of evidence.

Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.

Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions. Provides information to persons who request information or assistance in code enforcement related matters.

Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, and other staff or agencies, as needed.

Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed.

Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for court action; testifies in court.

Assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

Patrols streets to locate stray, injured or dangerous animals; removes dead, injured or dangerous animals from streets and residential premises and transports them to the Lindsay Kennels.

Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries, etc.

Maintains records and files of the Kennels and the animals housed there; logs all incidents concerning animal control;

Investigates violations of animal control ordinances and issues warnings or citations as required; appears in court to testify regarding animal control cases;

Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances;

#### **PERIPHERAL DUTIES**

Serves as a member of various employee committees.

Maintains departmental equipment, supplies and facilities.

## MINIMUM QUALIFICATIONS

### General:

Must be 21 years or older at the time of employment;

Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;

Ability to pass an extensive background investigation.

### Education and Experience:

Graduation from a high school or GED equivalent;

Two years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field, or

Any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques;

Skill in operating the listed tools and equipment listed below;

Ability to prepare, organize and maintain inspection field data, reports and systems;  
Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions;

Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner;

Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits;

Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public;

Ability to follow verbal and written instructions; Ability to handle stressful situations and effectively deal with difficult or angry people.

Ability to learn the applicable laws, ordinances, and department rules and regulations;

Ability to communicate effectively, orally and in writing, follow verbal and written instructions; ability to learn the City's geography.

## **SPECIAL REQUIREMENTS**

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and data base software; motor vehicle; phone; mobile or portable radio, breathalyzer, pager, first aid equipment copy and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

## **SELECTION PROCESS**

A screening panel will evaluate the qualification of each candidate who has met the minimum requirement for this position, with the highest ranking candidates being invited to participate in the examination process. Applicants meeting the minimum requirements are not guaranteed advancement into the interview. An oral interview will be used to select the most qualified candidates. Applicants will receive written notification regarding the results of the recruitment process.

## **SPECIAL CONDITIONS**

Candidates recommended for hire will be required to undergo a background, reference check, Live Scan Fingerprinting, and a pre-employment physical, which includes a drug and alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**The City of Lindsay is an Equal Opportunity Employer.**

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*Employee Benefits:*

*10 Vacation Days, 11 Holiday Days, Sick Leave, Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Comp, Employee Credit Union, Aflac and Cafeteria Plan.*